

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Service

DATE: 2 July 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of June 1952.

Volume:

1. Requests for services processed during month of June
 - A. New Requests by memorandum or requisition 283
 - B. On hand prior to June 35
 - Total 318
 - C. Written orders placed with G.S.A. 165
 - D. Number on hand no action as of 30 June 55
 - E. On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto) 0

2. Funds obligated (This section submitted January, April, July or October)

- A. First Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,300
 2. Special Projects
 - a. Renovations (6605) 52,205
 - b. Renovations (Other) 2,190
 - Total \$54,395
 3. Quarterly orders written, 27, \$341,700.
 4. Protective Service (GSA Guards) \$75,643
 - a. 159 reimbursable posts
 - b. 34 non-reimbursable posts
 5. Laborers and Trucks (From GSA) 5,334
 - Total Funds Obligated \$80,977

3. Sums paid to G.S.A. during June against orders encumbered in first quarter.

1. Alterations and installations \$41,583.78
2. Guards 76,802.05
3. Laborers and Trucks -----
4. Elevator Service 52.70
5. Fireman-Laborers 1,487.29
6. National Security Council 63.63
- \$119,989.45

4. Work Load Status

- A. Number of Requests on which orders have been placed but work has not been completed.

| | |
|--------------|-----|
| 30 days old | 162 |
| 60 days old | 128 |
| 90 days old | 87 |
| 120 days old | 56 |
| Total | 433 |

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B. Orders submitted to GSA non-reimbursable

| | |
|------------|----------------|
| In writing | 20 |
| Verbal | 550 |
| | 570 |

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|-----------------------------|----|
| C. Inter-office memorandums | 27 |
| Inter-agency letters | 5 |

| | |
|----------------------------|------------|
| D. Space moves during June | 18 |
| Total personnel moved | 234 |
| Man hours by GSA Laborers | 920 |
| Estimated cost | \$1,470.40 |



Attachments

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